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ABSTRACT

Through a Beacon grant from the American Association of Community Colleges and the Kellogg Foundation, Rockland Community College, in association with nine other Mid-Atlantic community colleges, organized two conferences for student scholars at two-year colleges. Students were invited to submit papers in all disciplines (e.g., the humanities, social sciences, natural sciences, technical fields, and special areas such as creative writing, computer applications, and multicultural areas). The papers originated from classroom assignments or from independent student work conducted under the guidance of a faculty member. Prizes were awarded to both students and their faculty mentors. The 1993 conference received 99 submissions from 28 different colleges. Of these 41 were chosen for presentation, and 15 students and their mentors were awarded $100 cash prizes. Faculty judges from four-year institutions determined the prize-winning presentation in each subject-organized panel. This booklet explains the processes used by Rockland and the other participating colleges in organizing, publicizing, and administering the conferences. The booklet covers: (1) the formation and tasks of the planning consortium; (2) possible funding sources; (3) publicity; (4) the role of faculty mentors in guiding the students through revisions, identifying additional sources, or editing the paper; (5) processing submissions; (6) conference registration; (7) the conference day; and (8) evaluation. A possible budget and copies of various letters and forms are included. (KP)

ED 376 875

BEACON

A CONFERENCE FOR STUDENT SCHOLARS AT TWO-YEAR COLLEGES

HOW TO PLAN A CONFERENCE FOR STUDENT SCHOLARS

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A planning booklet prepared by Dr. Robert Kahn, Dr. Nancy Hazelton, Professor Libby Bay, Rockland Community College, through a grant from the American Association of Community Colleges and the Kellogg Foundation

JC 940 645

1994

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PREFACE

Through a Beacon grant from the American Association of Community Colleges and the Kellogg Foundation, Rockland Community College, in association with Bergen Community College (NJ), Brookdale Community College (NJ), Catonsville Community College (MD), Dutchess Community College (NY), Harford Community College (MD), Kingsborough Community College (NY), Middlesex Community/Technical College (CT), Nassau Community College (NY), and Westchester Community College (NY), was able to organize two conferences for student scholars at two-year colleges in the Mid-Atlantic region. The opportunity for students to showcase their work was so valuable that, through a reestablished consortium, we will be continuing to sponsor such conferences.

Through trial and error, we have developed fairly uncomplicated ways to organize, publicize and administer student scholars conferences. They are easily replicable in other regions of the country, or within states where the number of two-year colleges is large. This booklet explains the processes we used, suggests a possible budget and includes copies of various letters and forms. We hope you will find it useful and encourage you to call us if you have questions or would like to receive a copy of the Proceedings Booklet from one of the conferences.

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PLANNING CONSORTIUM

If you are not fortunate enough to receive a grant from an outside agency, then you will be depending on the good will--and budget resources--of individual colleges in your target region for sponsorship. The larger the number of colleges participating, the greater the chances for success.

Administrators in all colleges in your area should receive letters and phone calls (the more personal the contact the better) to request participation. The participating colleges will need to allot $500-$1000 per year towards a consortium budget and to appoint a campus delegate to the Planning Council. These delegates are the key organizers of the conference. The responsibilities of the delegates from each campus are fourfold:

FUNDING--to seek out monies from on-campus sources and from any contacts his/her college may have off-campus and with other campuses. In the initial years of establishing the conference, the representative will probably be involved in finding additional sponsoring schools as well.

READERS--to forward the names of possible readers in all fields to the conference managers.

JUDGES--to suggest possible faculty in four-year schools who have expertise in a particular field and would be willing to attend the conference to select the winners in each panel.

PUBLICITY--to make sure that everyone who is anyone knows about Beacon: administrators, faculty,

students, and the community. This task is the largest responsibility of the representatives and requires constant reminders in as many forms as possible and as often as possible. In particular, instructors of honors classes and their students and instructors who are known to assign research papers to their courses, honors or not, need to be urged to encourage students to submit papers. Ideally, each representative should commit to, at least, ten submissions from his/her campus. When Beacon flyers are posted on the campus, the name and telephone of the campus representative should be included so that interested persons know exactly whom to contact on their home campuses.

Delegates can meet by phone, mail, electronically or, of course, face to face at one of the campuses, which is the best mode, but the most difficult to arrange.

If enough colleges cannot be committed to sponsorship, the budget problem can be resolved only if you receive a Foundation grant and/or you charge a registration fee and/or you eliminate some of the niceties (morning coffee, afternoon receptions, honoraria for readers and judges). However, what makes the conference attractive to students, faculty and guests are these very amenities, so every effort should be made to get sufficient funding from outside sources or to convince at least ten to fifteen colleges to join the consortium.

The site for the conference is chosen by the Planning Council, and the host college plays a major role in planning administering.

FUNDING

Because the conference is a student-centered event, all qualified students should be able to attend. Every effort should be made, therefore, to receive enough sponsorship to finance the conference without imposing a registration fee. Funding from a grant is, of course, the most desirable, but not always the most accessible, means. In fact, like all good things, grants, too, come to an end, and ways must be explored to continue independently.

A commitment from college administrators--from as many colleges in the region as possible--is the first order of business. The president and/or chief academic officer should be approached, as should the campus honors director, if there is one. Although budgets are tight, a commitment of $500-$1000 per year should not be too major an addition for most colleges to handle for an event that fosters serious scholarship.

Campus organizations that distribute student monies (student senates, student activities boards and the like) may be interested in offering support, too, perhaps for social activities, certainly for transportation costs for students to attend the conference. After all, sports events have large budgets; why not academic calisthenics as well? Campus clubs that reflect specific disciplines might want to contribute to a particular panel, as might local businesses be interested in sponsoring the technology and vocational sessions.

Professional organizations--Poets and Writers, regional discipline associations--should be contacted and, as the conference develops a reputation, they may agree to be part of the event. National organizations like the American Association of Community Colleges and Phi Theta Kappa should be alerted to the conference and not so subtly alerted to its financial needs.

In the end, the major funding source still is the consortium of sponsoring colleges. The host college must agree to additional in-kind expenses such as printing and mailing and, possibly release time for the conference managers, not completely covered by the conference budget. Budget allowances can be shifted and move up and down a sliding scale depending on resources, but allotments are necessary for readers, judges, prizes, food and release time (Appendix 1).

All contributors should be acknowledged in printed material and thanked at the plenary session.

PUBLICITY

As with all events, publicity is a key to participation. Especially when dealing with students, encouragement and reminders are essential. Thus a barrage of letters, flyers, posters, press releases, and the like are constantly on the agenda of the planners.

The first contact should be a letter from the conference managers to the presidents of all regional colleges, with a copy to the chief academic officer of the institution as well (Appendix 2). The hope, obviously, is that these college officials will share the announcement with faculty and administrators most involved in scholarship and research at the institution. Since this is more often than not a hope rather than an actuality, the campus honors director should also be contacted. Phi Theta Kappa is a good source for discovering who that person is (Phi Theta Kappa, 460 Briarwood Drive, Suite 415, Jackson, MS 32906). This initial mailing should be sent in September to give enough lead time for instructors to plan appropriate research assignments for their fall classes. Since the deadline for submissions will probably fall in March, the work of the fall semester is the work that provides papers. Of course, if you are planning a conference in the fall rather than the spring, adjust your schedule accordingly. You may want to try letters to key department chairpeople if such a list is available to you without too much footwork.

The next mailing, very soon after this first one, is the announcement flyer (Appendix 3). This flyer, from which

posters can also be made, should reach as large an audience as possible, using whatever means you can--mail, individual campus distribution, reprints in the campus newspaper, placement in the library and student union.

In the period between the distribution of the flyers and the deadline date for submissions, eligible students and their faculty mentors should be showered with reminders: articles in campus publications, press releases locally, messages on electronic billboards, announcements at faculty and student senate meetings. Consortium planners should network with faculty throughout the region to get volunteers to act as additional publicity coordinators on each campus.

Aside from on-campus publicity, feature stories in local papers and spots on regional radio or cable stations, especially in the area where the conference is being hosted, can elicit community interest and support. Bulletins should be sent to professional organizations as well. Don't forget the newsletters of AACC and Phi Theta Kappa which reach an audience you will be trying to attract.

In short, anything you can do to keep the conference name in front of students, faculty and administrators in your region will assure success.

After the first year of the conference, there are several ways to honor students on the campus who participated and, simultaneously to encourage students to participate the next year. For example, the college newspaper might feature an interview with a student presenter or a winner. The interview might include questions to the faculty mentor as well. If

there is an honors convocation on the campus, or at commencement itself, winners certainly should be announced, and presenters from the school also if time permits. At one campus, the Student Senate decided to "publish" the papers of all students whose papers were accepted for presentation, which not only pleased the writers, but gave other students an idea of what kinds of writing fared well with the readers. At still another campus, the representative convinced the Faculty Union to consider how it might recognize student presenters and their faculty mentors in some way. The Executive Board of the Union voted to set aside a small sum of money for any faculty member who mentored a winning paper and is considering extending that practice to the student as well.

THE FACULTY MENTOR

When the idea of a Conference for Student Scholars at Two Year Colleges was first initiated, all the planners agreed that, in order to receive papers of quality, it was important that they originate from a classroom assignment and/or come from independent work by a student that was then shared with a faculty member. Such a system not only assures substance and quality, but works towards developing an intellectual intimacy between faculty and student that is productive and gratifying.

The faculty mentor, therefore, is a very special participant in the conference and takes on the responsibility of guiding the student through any revisions of the initial paper that are necessary, of suggesting additional bibliography, if required, of pointing out editorial needs. The mentor should also review the final copy of the paper to make certain that format and title page are correct.

The mentor is usually, but need not necessarily be, the instructor who assigned the paper originally.

Interestingly, at some campuses, faculty interest was so high that when the names of the students whose papers had been accepted for presentation were announced, a speech teacher offered to coach the presenters the week before the conference. Since papers, whether read, talked or dramatized, are presented before an audience, students are naturally nervous and this offer was welcomed and accepted. A few suggestions from a "pro" are important since presentation is one criterion used by the judges to decide the best papers.

PROCESSING SUBMISSIONS

For a June conference, a reasonable deadline for the submission of student papers is March 1st, but the assessment structure has to be in place much earlier.

In the fall, associate college representatives should poll their colleagues and submit lists of faculty willing to act as READERS in the various categories indicated on the call for papers. A master list (and mailing labels) is assembled; a letter goes out to the readers (Appendix 4) specifying responsibilities, timeframe, and honorarium (we suggest $50), and a verification of interest is requested. Some volunteers, in our experience, will not follow through at this stage, and their names should be dropped from the list. It is important that all readers be enthusiastic; otherwise the process falls apart.

As the papers arrive, they are acknowledged (Appendix 5), logged in and coded according to the panel to which they are submitted (Appendix 6). Four copies are requested on the call for papers; one becomes the master and the others are available for the readers. If need be, and the need <u>will</u> be, categories are restructured according to the submissions--in 1994, for example, many history submissions suggested a split between history and women's history, whereas no mathematics submissions were received and that panel was eliminated.

On or about March 10th (leaving a bit of time for late submissions), the papers are sent, identified only by code, to

the readers for each category, who are (ideally) from three different colleges. The readers are instructed to do a holistic reading and simple ranking of the submissions, according to their "best professional judgment" (Appendix 7). Such judgment is sometimes not easy, as the papers vary in purpose, length, topic, and approach, but three readings seems to clarify the best of the bunch.

Reader results are due on April 15th. Scores for each paper are thereafter tallied, with the three best composite scores determining the presenters. Notification to students goes out immediately; letters to the mentors and the college presidents of the student presenters are also sent (Appendix 8). A few weeks later, "gracious" letters should be sent to the students, and their mentors, whose papers were not accepted, thanking them and encouraging them to attend (Appendix 9).

While this work proceeds, panel JUDGES are sought. A good way to forge articulation with four-year colleges in the host college area is to choose judges from four-year schools. Judges are sent the three papers selected for their panel so that they come to the conference having previewed and commented on the papers to be presented. They listen to the presentations; they participate in the question-and-answer session following; they determine the WINNER based upon the criteria specified in the call for papers: "quality and originality of research, written work, and oral presentation"

(Appendix 10). They submit an official RESULTS FORM (Appendix 11) to the conference managers. After the conference, the conference managers send a thank you note to each judge (Appendix 12).

At the Plenary Session at the close of the conference, all results are announced. Winners receive a citation (Appendix 13) with a check of $100 to follow; the mentors of the students who presented the winning papers also receive a check of $100. Letters follow up the day's activities: to winners (Appendix 14); to presenters not chosen as winners (Appendix 15) with citation for participation (Appendix 16); to mentors (Appendix 17); to college presidents (Appendix 18). Again, the monetary amounts are variable, but we found $100 appropriate.

REGISTRATION

The final pre-conference mailing is the registration pamphlet. Even though the conference may not have a registration fee, it is important to know how many attendees to expect. It is wise, too, to suggest accommodations for those coming from a distance (Appendix 19).

Registration forms should be distributed as widely as possible, of course, to all submitters, to faculty mentors, and to the general mailing list developed from previous communications. Campus coordinators should receive multiple copies.

The registration announcement is the last reminder of the conference. It should be informative, attractive, and enticing.

THE CONFERENCE DAY

A one day conference has proved to be the most efficient frame for a student scholars conference (Appendix 20). Although certain aspects of the longer meeting are sacrificed, for example, the keynote speaker and social events, students are generally interested in getting right to the day's business and too nervous for the more leisurely pace of a longer meeting. Also, many students work and cannot afford to lose a day's wages or to pay for a night's accommodation.

As students will be traveling to the host campus, an early morning hour (8:00-9:00 a.m.) can serve as both sustenance (a.k.a. breakfast) and a time cushion for the travelers. Registration starts then, but continues throughout the day. Materials to be distributed at registration include the program, a campus map, possibly information about the host college and the consortium associates' campuses, evaluation forms.

Previous to the conference day, panel moderators have been selected from the consortium college faculty. Their responsibility is to begin and end the session on time, to introduce the panel subject and presenters, to encourage the audience to ask questions and to allot time at the end of the session to distribute and then collect evaluation forms. Each moderator receives a packet of instructions and forms before the session starts, usually during the initial registration period, and returns completed forms to the conference

managers (Appendix 21).

Concurrent panels begin after this start-up hour and run until a lunch break is in order. Probably, two different sessions with three to four concurrent panels can be accomplished before lunch. The length of a panel can vary, but one and a half hours efficiently allows for 3 twenty-minute presentations and question time.

During lunch, a welcome from the Conference Managers and the introduction of the members of the Planning Council are appropriate. Lunch should be leisurely but not long.

Concurrent sessions resume after lunch, again one or two sessions depending on circumstances. After the last panel, some time should be left unscheduled for the organizers to prepare for the plenary session and the announcement of winners. Judges will need this time, too, to finalize their decisions.

The plenary session begins with greetings from the president or vice-president of the host institution, perhaps also from a Phi Theta Kappa representative and any other guest who should be acknowledged. Some well selected words from the conference managers, enforcing the seriousness of the day, complimenting all participants and celebrating the uniqueness of the event follow. Panel winners are then formally announced and given applause and anything else you may want to provide (or can afford to). Tee shirts were a nice bonus at our '94 conference, made possible through the generosity of

the campus Business and Industrial Development Center. Winners and mentors' checks follow in the mail, and all the presenters receive certificates for their participation.

The day concludes with a reception during which time there is punch, cheese, crackers, fruit, and congratulations--and much discussion of "what I'll submit next year."

EVALUATION

It is important to receive feedback about an event from those who have planned and participated. A debriefing meeting of the Planning Council, with open and honest discussion can provide an initial guide. Our associate colleges were both complimentary and constructively critical and helped us develop improvement goals for our next conference: involvement of more disciplines; stronger encouragement of and assistance to minority students; clearer guidelines for readers and judges.

Evaluation from participants is even more essential. Review forms of the conference as a whole need to be developed (Appendix 22). A way to assure that participants fill them out and hand them in is urgent. Distributing forms at registration and trying to collect them at the end does not usually provide a large number of responses. Giving them out as people gather for the Plenary Session is more productive.

Panel evaluations are best distributed at the sessions themselves (Appendix 23). The moderator must carefully control the timing so that about ten minutes are left at the end of the session to distribute and collect these forms.

A FINAL NOTE

Through the Beacon grant we discovered how popular and how stimulating a student conference can be. The enthusiasm of presenters and audience convinced us to continue past the expiration of our AACC/Kellogg grant.

We learned how to scale down costs, as it becomes necessary, and what aspects of our conference are dispensable--the keynote speaker, the pizza/pool party at night, the full-course hot dinner that were all part of the two-day format. We learned how to approach groups on and off campus for support. We learned how fulfilling cooperative efforts can be both between faculty and students and faculty from different institutions. We learned that some disciplines are harder than others to convince to submit papers and we have to work more closely with them. We learned that although not everyone agrees with a judge's choice, not everyone will ever be satisfied. We learned that we still have to work out an effective method of evaluation.

Most important, we learned the pleasures of sharing our research and scholarship with a large audience and hope you will call us if you need the help and encouragement of someone who has been there. (Libby Bay 914-574-4338, Nancy Hazelton 574-4341, Robert Kahn 574-4261.)

A P P E N D I C E S

APPENDIX 1

BUDGET

(This budget is based on 10 panels with 3 presenters in each and 150 attendees)

10 Panels.....	$5,500
30 readers @ $50.....$1500	
10 judges @ 20 2000	
10 winners/students ... 1000	
10 winners/mentors 1000	
Release Time for Conference Manager(s) ..	4,000
Honoraria for Consortium Associates	1,000
Secretarial Services	750
Food (breakfast and lunch)	1,250
	$12,500

ROCKLAND

A Community College
of the State University
of New York

October 6, 1993

Dear Colleague:

Rockland Community College is pleased to announce plans for our second scholarly conference for students at two-year colleges in the Mid-Atlantic region. The 1994 conference is scheduled for June 3. Once again, the conference is being planned in association with nine other community colleges and is funded by a grant from the AACC/Kellogg Beacon Program.

Students are invited to submit papers in 16 subject-area categories; the deadline for submissions is March 1, 1994. You will note that papers are invited in all disciplines. Categories encompass the humanities, social sciences, natural sciences, technical fields, and special areas such as creative writing, computer applications, and multicultural studies. Prizes of $100 are to be awarded to both students and their faculty mentors.

Given the March 1 deadline for submissions, Fall Semester is the most important time for soliciting outstanding student papers. In many cases, it is simply a matter of submitting a research paper which a student has already prepared as a course assignment; any paper which a faculty member recognizes as excellent should be considered for submission.

Enclosed are copies of a poster and flyer announcing the conference and outlining the procedures for students to submit their work. Please make this information available to all those who may be interested. Feel free to duplicate the materials we have sent or contact us for additional copies.

Last year's conference was a rousing success. Students from 28 two-year colleges submitted papers for the competition. The high quality of the 41 papers chosen for presentation demonstrated the community college students' capacity for scholarship. We hope that, by publicizing this year's conference among your faculty and students, you will insure that your school will be represented at Beacon '94.

Office of Instructional and Community Services *145 College Road Suffern, New York 10901-3699 914-574-4517*

As the year progresses, you will be sent additional information about conference registration and low-cost accommodations. In the meantime, please contact us if there are any questions that you have or additional information that you require.

Sincerely,

Enclosures

June 1992

Dear Colleague:

Although we know you are in the midst of summer plans, we wanted to give you advanced notice of an exciting project which RCC is spearheading for 1992-93, and 1993-94.

We have been awarded a grant from the AACJC/Kellogg Beacon College Project which gives us funds to sponsor two student scholar conferences for two-year students in the mid-Atlantic region.

The purpose of the grant is to provide an opportunity for able students to do research in a field and to present their findings to others.

We will solicit student papers in virtually every academic area (e.g. humanities, social sciences, natural sciences, technical studies) including creative writing computer applications and multi-cultural studies. From the submissions, faculty panels will select the student papers to be presented at the conference. Distinguished researchers will then judge the presentations awarding $100 to the students who present the best papers in each panel as well as $100 to the faculty mentors of these students.

As you begin to plan for the fall semester, please keep in mind the possibility of working with some of your students to prepare submissions for the first conference which will be held on our campus 6/3-4/93. Further information will be distributed in October, but we wanted to give you a head start.

Sincerely,

ROCKLAND

A Community College
of the State University
of New York

APPENDIX 3

October 4, 1993

Dear Beacon College Director:

Enclosed are flyers for Beacon '94, a conference for student scholars at two-year colleges. Again this year the conference will be held at Rockland Community College in Suffern, New York.

Although most of our presenters last year came from the Mid-Atlantic region, if your campus (through the Student Senate or President's Office) is willing to sponsor a student for travel, almost all other costs are covered. Papers from all disciplines are welcome and full or part-time students are eligible. An award for the best paper in each panel is given both to the student writer and the faculty mentor.

We are hoping that, when the AACC/Kellogg Foundation Beacon Grant ends, we can continue to have such conferences, in fact, to create them in each region as an annual event. If you are interested in being a regional delegate for this project, let us know and, perhaps, you can attend Beacon '94 as an observer.

Sincerely,

145 College Road Suffern, New York 10901 914-574-4000

ROCKLAND
A Community College of the State University of New York

October 6, 1993

Dear Beacon '93 Mentor:

Beacon '94 is on the way. Enclosed is a flyer with full details.

Last year, we received a paper that you had mentored, and we want both to thank you for your participation in our initial conference and to ask if we can count on your support for this next one. If you were there, then you know how exciting the meeting was, how thrilling it was to see and hear students from our two-year colleges presenting scholarly ideas, sharing their thoughts with verve and enthusiasm, and even fielding difficult questions from the audience. If you were not able to join us, we hope to see you on June 3, 1994.

Our plan is to extend these conferences past the end of our AACC/Kellogg grant through the establishment of regional consortia. If you are interested in becoming part of this project, call us at (914) 574-4343 and we can talk further. In the meantime, do encourage students on your campus to participate in Beacon '94.

Sincerely,

145 College Road Suffern, New York 10901 914-574-4000

ROCKLAND

A Community College
of the State University
of New York

October 13, 1993

Dear NTCC Colleague:

Rockland Community College received a two-year grant from AACC and the Kellogg Foundation to sponsor two conferences for student scholars at two-year colleges. Last June we held our first one and June 3, 1994 will mark the second event.

Beacon '93 was a smashing success--99 submissions from 28 different colleges, 41 chosen for presentation and 15 students and their faculty mentors started the summer $100 richer. Most impressive was the caliber of work of community college students; the scholarship and professionalism of the students challenged any undermining stereotypes the public holds about community colleges. We anticipate even greater participation in Beacon '94. Even if you are not in our region, if you can get your college to fund the cost of student transportation, if their papers are selected, the grant provides the rest.

When the grant is over, we hope to establish annual student scholars conferences through regional consortia. AACC and Phi Theta Kappa have expressed interest in such a project, and we are hoping to encourage colleges in each region to become sponsors. If this idea excites you, and if you think you can convince the president of your institution of its importance, please get in touch with me about joining the Conference Task Force.

We can talk more in Pittsburgh, but, in the meantime, please pass these flyers around to faculty and students on your campus.

Sincerely,

Enc. 1 poster
5 flyers

145 College Road Suffern New York 10901 914-574-4000

APPENDIX 3

November 23, 1992

(name)
(address)
(city/state/zip)

Dear

Working with nine other institutions and with a grant from the AACC/Kellogg Beacon Program, Rockland Community College is hosting a scholarly conference for students at two-year colleges in the Mid-Atlantic Region. The 1993 conference is scheduled to last from 1 P.M. on Thursday, June 3rd until 3 P.M. on Friday, June 4th.

Students are invited to submit papers in 15 subject-area categories; the deadline for submissions is March 15, 1993. Papers are invited in all disciplines--the humanities, social sciences, natural sciences, technical fields, and special areas such as creative writing, computer applications, and multicultural studies. Prizes are to be awarded to both students and their faculty mentors.

We ask your assistance in making this opportunity known to your students and faculty. Enclosed is a copy of a flyer announcing the conference and outlining the procedures for students to submit their work. Please make this information available to all on your campus who may be interested. Feel free to duplicate the materials we've sent or contact us for additional copies. Many of your colleagues at other institutions tell us that they will be placing announcements in campus newspapers and newsletters, discussing the possibility of participating at faculty and department meetings, and sending memos to the faculty. Given the March 15th deadline for submissions, you may want to encourage students to submit work they have done this semester.

During Spring semester, you will be sent additional information in regard to travel directions, the availability of low-cost accommodations, and plans for an informal social event on Thursday evening. In the meantime, please contact us if there are any questions that you have or additional information that you require.

Sincerely,

BEACON '93

A CONFERENCE FOR STUDENT SCHOLARS AT TWO-YEAR COLLEGES

JUNE 3-4, 1993

Panels

Papers will be presented in fifteen subject-area categories:

1. **Anthropology / Sociology / Political Science / Geography**
2. **Arts / History, Theory, Biography**
3. **Biological Sciences & Nursing**
4. **Chemical & Physical Sciences**
5. **Communications/ Media Studies / Speech**
6. **Computer Applications**
7. **Creative Writing**
8. **Economics & Business**
9. **Literature & Foreign Languages**
10. **History**
11. **Mathematics**
12. **Multicultural Studies**
13. **Philosophy & Religious Studies**
14. **Psychology & Education**
15. **Technical Studies**

Approach

The methods and tools of research/analysis will vary from discipline to discipline. For example, fieldwork might be part of an anthropology presentation, lab reports might be featured in a scientific or technical paper, and a play or poetry might be submitted as creative writing. All submissions, however, must show the results of research, reflection, and an original perspective.

Criteria

Quality and originality of research, written work, and oral presentation.

Length

Maximum length of 5,000 words for papers and fifteen minutes for presentations. After each presentation, ten minutes will be reserved for questions from the judges and the audience.

Format

Typed, double-spaced on 8 1/2 X 11 white paper with a left-hand margin of 1 1/2" and at least 1" top, bottom, and right. Pages must be stapled in the upper left-hand corner and numbered with Arabic numerals in the upper right-hand corner.

The title page must include:

1. Student's Name
2. Home Address
3. Home Telephone
4. Name of College
5. Name of Faculty Mentor
6. Title of Paper
7. Subject-Area Category of Submission

References should be incorporated according to the guidelines of the discipline (MLA, APA, etc.) Name of the student or college must not appear anywhere other than on the title page.

Submission

An original and three copies must be submitted to:

BEACON '93
Rockland Community College
Room 2112
145 College Road
Suffern, New York 10901

All entries must be postmarked no later than ***March 15, 1993.***
Entries will not be returned.

Judges

Selections for each panel will be made by a jury of three scholars from the appropriate discipline.

Prizes

$100 will be awarded to the student who presents the outstanding paper in each subject-area category. In addition, the student's faculty mentor will receive $100.

Beacon College:
Rockland Community College

Beacon Associates:
Bergen, Brookdale, Catonsville, Dutchess, Harford, Kingsborough, Middlesex, Nassau, and Westchester Community Colleges

The Student Scholars Conference is funded by an AACJC/Kellogg Beacon College grant.

ROCKLAND

A Community College of the State University of New York

BEST COPY AVAILABLE

APPENDIX 3

BEACON '94

A CONFERENCE FOR STUDENT SCHOLARS AT TWO-YEAR COLLEGES

JUNE 3, 1994

Panels

Papers will be presented in the following subject area categories:

1. **The Arts: History, Theory, Biography**
2. **Biological Sciences & Nursing**
3. **Business & Economics**
4. **Chemical & Physical Sciences**
5. **Communications (Media Studies/Speech/ Popular Culture)**
6. **Computer Applications**
7. **Creative Writing**
8. **Foreign Languages**
9. **History**
10. **Literature**
11. **Mathematics**
12. **Multicultural/ Interdisciplinary Studies**
13. **Philosophy & Religious Studies**
14. **Psychology & Education**
15. **Social Sciences (Anthropology Sociology/Political Science/Geography)**
16. **Technologies & Technical Studies**

(These categories, and the assignment of papers to them, are subject to change based upon the number of submissions.)

Approach

The methods and tools of research/analysis will vary from discipline to discipline. For example, fieldwork might be part of an anthropology presentation, lab reports might be featured in a scientific or technical paper. All submissions must show the results of research, reflection, and an original perspective. Research is not a requisite for the creative writing panel, for which a play, collection of poetry or short stories may be submitted.

Criteria

Quality and originality of research, written work, and oral presentation.

Length

Maximum length of 5000 words (approx. 20 typewritten, double-spaced pages) for papers and 15 minutes for presentations. After each presentation, 10 minutes will be reserved for questions from the judges and the audience.

Format

Typed, double-spaced on 8 1/2 X 11" white paper with a left-hand margin of 1 1/2" and at least 1" top, bottom and right. Pages must be stapled in the upper left-hand corner and numbered with Arabic numerals in the upper right-hand corner.

The title page must include:

1. **Student's name & Social Security number**
2. **Home address**
3. **Home telephone**
4. **Name of college**
5. **Name of faculty mentor**
6. **Title of course for which paper was written**
7. **Title of paper**
8. **Category of submission**

References should be incorporated according to the guidelines of the discipline (MLA, APA, etc.) Name of the student or college must not appear anywhere other than on the title page.

Submission

An original and three copies must be submitted to:

BEACON '94
Rockland Community College
Room 2112
145 College Road
Suffern, NY 10901

All entries must be postmarked no later than ***March 1, 1994***
Entries will not be returned.

Selection of Papers

A panel of three scholars will select three papers from each category to be presented at the conference.

Prizes

$100 will be awarded to the student who presents the outstanding paper in each category. In addition, the student's faculty mentor will also receive $100.

Beacon College:

Rockland Community College, NY

Beacon Associates:

Bergen Community College, NJ
Brookdale Community College, NJ
Catonsville Community College, MD
Dutchess Community College, NY
Harford Community College, MD
Kingsborough Community College, NY
Middlesex Community/Technical College, CT
Nassau Community College, NY
Westchester Community College, NY

The Student Scholars Conference is funded by an AACJC/Kellogg Beacon College Grant

ROCKLAND

A Community College of the State University of New York

APPENDIX 4

4 February 1994

Title *First Name* *Last Name*
Position
Company Community College
Address
City, *State* *Zip*

Dear *First Name*:

The deadline for Beacon '94 draws near, and we are preparing for the deluge. Last year, the submissions totaled 99, and--given the responses to last year's conference--we expect many more this year. I am once again asking for your help in assessing these submissions.

Those of you who read last year know the routine: I will send you a batch of papers appropriate to your discipline; the scoring sheet will ask you for a simple ranking of the submissions. As you know, this "simple" ranking is sometimes quite difficult, as you may find very different tasks addressed and problems solved in the papers you read. Indeed, some of the categories may include papers on subjects outside your specialization. We ask, however, that you use your best professional judgment and keep in mind that you are one of <u>three readers</u> to evaluate your batch. Comments, either attached or on the papers, are discouraged; they slow down the process and render useless your copies of the submitted papers. We are able as part of the Beacon grant to offer a small honorarium of $50 for your participation.

The turn-around time is short: I will be sending out the batches by the 10th of March, and you should receive them during the week of March 14th. I will need your scores by the 15th of April. Last year, we sent along some additional late papers to readers, but there will be none of that this year; all students must get their submissions in on time.

Can we count on your help? If you volunteered last year and were not called upon to read, I can assure you that you will be a reader this year. If you were a reader for Beacon '93, please join the team again. Let us know by returning the attached form immediately. Thanks so much.

Cordially,

Please return this immediately to:

Conference Manager
Beacon '95
(address)
(city/state/zip)

BEACON '94

Yes, I will read in the following categories for Beacon '94:

(List one or more)

Name:

College Address:

College Phone:

Home Address:

Home Phone:

Social Security Number (for Payroll Authorization):

****

Please comment (over), if you wish, on any problems you encountered in the process last year. (The differences among paper topics cannot be helped.)

****

No, I do not wish to participate. Please remove my name from your list of readers:

Name:

Rockland Community College
145 College Road
Suffern, New York 10901

AACC / Kellogg
Beacon Colleges

BEACON '93

Rockland Community College / 145 College Road / Suffern, NY 10901

Thank you for your submission to the **Beacon '93 Conference**. You will be notified of the judges' decision in your category by the end of April; we hope that you will attend the conference whether your paper is selected for presentation or not.

No submissions will be returned.

(Format if using postal card instead of letter)

APPENDIX 5

7 March 1994

Dear Beacon scholar,

Your submission to Beacon '94 has been received and will be read, over the next few weeks, by faculty at three different community colleges. We expect to have the results of this assessment around the middle of April, and you will be notified. For each of the panels, we will be inviting three students to present their papers at the conference.

Thank you for your interest in this unique conference for student scholars. We hope to see you at Rockland Community College on June 3.

Sincerely,

(Format if using letter instead of postal card)

APPENDIX 6

BEACON '94 SUBMITTERS

LAST NAME: FIRST NAME:

ADDRESS:

PHONE:

SOCIAL SECURITY:

SCHOOL:

SCHOOL ADDRESS:

MENTOR NAME:

MENTOR SOCIAL SECURITY:

TITLE OF PAPER:

CATEGORY(IES):

APPENDIX 7

12 March 1994

Dear

Thanks again for your participation in Beacon '94--now your work begins.

I've enclosed your package of papers and a scoring sheet. Our turn-around time is about a month, but the sooner we get responses, the better organized we'll be. Each of the three readers in your category will get an identical batch of papers; the scores will be averaged and three students will beinvited to present their papers at the conference.

Please fill in your social security number on the scoring sheet so that we can process the small honorarium ($50) you will receive for your reading.

If you have any problems with the scoring process, please speak to the Beacon representative at your college or call me at Rockland (914) 574 4341. The ranking process may ask you to compare apples and oranges, but please use your best professional judgment and keep in mind that your assessment will be averaged with the scores of two other readers.

Cordially,

APPENDIX 7

BEACON '94

Reader's Name:

Social Security Number:

Institution:

Number of papers read:

Category:

Please indicate your ranking: place the code of the BEST paper in the number one position; the NEXT BEST in the number two position; and so on. No comments are necessary.

Please send all papers back with this scoring sheet by April 15. If you have any questions, consult the Beacon rep at your school or call me at (914) 574 4341.

Number 1 paper:

2:

3:

4:

5:

6:

7:

8:

9:

10:

11:

12:

13:

14:

15:

28 April 1994

Name
Address
City, State Zip

Dear (Student winner):

Congratulations! Beacon readers from three different community colleges have determined that your submission was one of the three outstanding papers in your field. This highly competitive conference drew over 100 submissions from colleges in seven states; being chosen as a Beacon scholar represents a significant accomplishment.

Beacon '94 will be held at Rockland Community College on Friday, June 3, 1994. (Details can be found in the enclosed registration brochure.) You are welcome to bring friends and family along; please have each guest fill out registration information. For your presentation, you will have twenty minutes; at Beacon '93, most students chose to read their papers, but you may "present" your paper in any way that seems suitable to its contents. Last year, some students prepared their presentations with the help of speech instructors, their mentors, or other faculty; you may consider such coaching, as presentation counts in the final judging. After the three presentations at each panel, there will be time for questions from the audience.

If, for any reason, you cannot attend Beacon '94 on June 3, please call (name) , Beacon assistant, immediately; her number is (914) 574 4343. We will offer your place to the alternate in your category.

The Beacon project directors-- (names)
--look forward to seeing you on June 3. You will be meeting Beacon scholars from all over our region, and you should be very proud to be among them.

Cordially,

Beacon Project Co-Director

Category: #10
Title of paper:

28 April 1994

Name
Address
City, State Zip

Dear Prof. (Mentors):

Congratulations! Beacon readers from three different community colleges have determined that a submission you mentored was one of the three outstanding papers in its field. This highly competitive conference drew over 100 submissions from colleges in seven states; being chosen as a Beacon scholar represents a significant accomplishment for your student.

Beacon '94 will be held at Rockland Community College on Friday, June 3, 1994. (Details can be found in the enclosed registration brochure.) We hope that you can attend; mentors, friends and families of presenters are welcome. Our grant from Kellogg and AACC covers all conference costs, but please be sure to register.

For his/her presentation, your student will have twenty minutes; at Beacon '93, most students chose to read their papers, but the students may "present" papers in any way that seems suitable to the contents. It might be helpful to your student if you can help him/her "practice" the paper, as presentation counts in the final judging. If your student's paper is chosen the outstanding one for that panel, he/she and you each receive an award of $100.

The Beacon project directors-- (names)
-look forward to seeing you on June 3. You will be meeting Beacon scholars from all over our region, and you should be very proud to have mentored one of them.

Cordially,

Beacon Project Co-Director

Student: (name)
Paper: (title of paper)

April 27, 1994

President
College Address
City, State Zip

Dear President:

The highly competitive Beacon '94 Conference for Student Scholars will be held at Rockland Community College on June 3, and your student, (name) has been selected to present a paper. The paper, (title of paper) , mentored by Professor (name) , was read with great care by faculty at three different community colleges, and placed among the top three in its field.

One hundred and twelve papers were submitted by students from more than thirty colleges in our region. To be chosen as a Beacon scholar is a significant accomplishment, and you should be very proud of your student, who will represent your college and its faculty on June 3 among a community of distinguished student scholars.

Our grant from Kellogg and AACC concludes with Beacon '94, but we are planning on making the conference an annual regional event. We hope that we can count on your support and sponsorship for the Beacon Conferences to come.

Cordially,

April 28, 1994

Name
Address
City, State Zip

Dear (Student)

Your submission to Beacon '94 was read with great care by faculty at three different community colleges. This highly competitive conference drew over 100 submissions from colleges in seven states; unfortunately, your submission was not chosen for the panel this year.

We hope that you can join us nonetheless; the enclosed registration form provides information about Beacon '94.

If you are a community college student next year, please submit to Beacon '95. Scholars of your caliber made this year's reading process a very difficult task.

Cordially,

APPENDIX 9

April 28, 1994

Prof.
Address
City, State Zip

Dear Prof.

Beacon readers from three different community colleges have read with great care a paper submitted by one of your students. This highly competitive conference drew over 100 submissions from colleges in seven states; unfortunately, your student's paper was not chosen for the panel to which it was submitted.

The Beacon directors-- (names)
--would like to thank you for your support; without their mentors, many of the Beacon scholars would not even know about the conference. We hope that you can join us at Rockland Community College on June 3, and also hope that you will encourage your students to submit to Beacon '95.

Cordially,

Student: (Name)

Paper: (Title of paper)

APPENDIX 10

11 May 1994

(Name)
(Address)
(City/state/zip)

Dear Professor (name) :

Thank you for agreeing to be a judge at Beacon '94. Your panel assignment is at the end of this letter; we hope that you can remain for other panels as well. The range of papers chosen for presentation is wide, and we believe that you will find the level of scholarship impresssive. I have enclosed the papers to be read at your panel as well as a registration form; all conference expenses will be covered by our grant from the Kellogg Foundation, but we need a conference count, so we would appreciate your sending back the registration form.

Your duties as judge are as follows:

- read the papers before the conference
- make brief comments for the student writers, either on each paper or on a separate sheet
- come to the conference and listen to the presentation of the papers
- evaluate the panel presentations, choosing the best based on the criteria specified in our call for papers: "quality and originality of research, written work, and oral presentation."
- fill out the Results Form, indicating the winner; get it to (conference managers), or me after your panel is concluded and your decision is made. The form is enclosed. All winners will be announced at the end of the day--do not disclose your decision to the student presenters.
- bring some brief notes about yourself to the conference so that your panel moderator can introduce you.

Your honorarium of $200 will be sent to the address you indicate on the Results Form. Please note that we also need your social security number in order to process payment.

Thanks again for your interest. We look forward to seeing you at Beacon '94.

Cordially,

encl: map
student papers
registration form
results form

Panel: (Number and title)

Time:

Location: (Building and room number)

APPENDIX 11

BEACON '94

Panel topic: _____

Presenters: _____

_____

_____

_____

Judge: _____

Social Security No.: _____

Address (for honorarium) _____

_____

Winning Presenter: _____

Brief remarks about the paper's strengths:

Please give this response form to (names of conference managers) All results will be announced at the Plenary Session.

Please do not disclose your decision to the student presenters in advance of the Plenary Session.

10 June 1994

Name
Address
City, State, Zip

Dear (Judge)

Thanks so much for your help in making Beacon '94 the great success it was. The students were splendid, the presentations impressive, the discussions lively; your decisions, several judges assured me, were not easy.

Your honorarium of $200 will be sent to the address indicated on the Results Form. Please be patient--the wheels of finance (especially grant-related) turn slowly, and it may take several weeks to process.

We are already planning Beacon '95; we may very well call on you again next year.

Cordially,

A CONFERENCE FOR STUDENT SCHOLARS AT TWO-YEAR COLLEGES

AWARD FOR EXCELLENCE
BEACON 1994 PANEL WINNER

Date

ROCKLAND

A Community College of the State University of New York

APPENDIX 14

10 June 1994

Name
Address
City, State Zip

Dear (Student winner)

Congratulations! Your panel judge has determined that your presentation was the outstanding one in your field. If you were able to stay for the Plenary Session, you've already been applauded by your peers and attending faculty, but let us congratulate you again.

A check for $100 will be sent to your home address sometime in the next month. (Please be patient; the wheels of finance, especially grant-related finance, turn slowly.) More than the award, however, is the honor attached to your achievement; the Beacon Conference was highly competitive, and you should be proud of your success. Your mentor, who also receives a $100 award, has been notified of your award.

During the summer, the Beacon Project directors will be working on publishing the proceedings of Beacon '94 and we will send you a copy of the published papers when they are ready.

If you are still a community college student next year, please submit to Beacon '95; we will be looking for scholars of your ability to present next spring.

Cordially,

10 June 1994

Name
Address
City, State Zip

Dear (Non-selected student)

Although the panel judge has chosen another presenter as winner, you should be proud of your achievement at Beacon '94. Your paper was selected by faculty at three different colleges for presentation at this highly competitive conference. At the Plenary Session, several of our panel judges bemoaned the difficulty of choosing one winner among three outstanding presenters.

If you are a community college student next year, please submit to Beacon '95. Scholars of your caliber made this year's event a stimulating intellectual exchange.

Cordially,

A CONFERENCE FOR STUDENT SCHOLARS AT TWO-YEAR COLLEGES

IN RECOGNITION OF YOUR PARTICIPATION IN
BEACON 1994
THIS CERTIFICATE IS PRESENTED TO

_____

_____
Date

ROCKLAND

A Community College of the State University of New York

10 June 1994

Prof.
Address
City, State Zip

Dear

Re: Student Winner: (Name)

Congratulations! The panel judge has determined that your student's presentation was the outstanding one in the field at the Beacon '94 Conference at Rockland Community College. Your student has been applauded by peers and attending faculty, but let us congratulate you for mentoring this talented scholar.

As mentor of a winning student, you will receive a check for $100 sometime in the next month, an honorarium covered by our grant. (Please be patient; the wheels of finance, especially grant-related finance, turn slowly.) More than the award, however, is the honor attached to your student's achievement; the Beacon Conference was highly competitive, and you should be proud of this success.

During the summer, the Beacon Project directors will be working on publishing the proceedings of Beacon '94 and we will send you a copy of the volume when it is ready.

Please keep Beacon '95 in mind; if you mentored any superior research projects in Spring '94, or if some develop in Fall '94, please encourage the student to submit to Beacon '95. Thanks for your help and support.

Cordially,

10 June 1994

President
College
Address
City, State Zip

Dear :

At the highly competitive Beacon '94 Conference for Student Scholars, held at Rockland Community College on June 3, your student, (student's name), was determined the outstanding presenter on (name of panel) panel. This paper, " (name of paper) ," mentored by Professor (mentor's name), was one of three previously juried papers selected for presentation.

One hundred and twelve papers were submitted by students from thirty different community colleges; there was one winner on each of the sixteen panels. You should be very proud of your student's achievement for having represented your college and its faculty with distinction.

We hope that you will continue to support the Beacon Project. Our grant from the Kellogg Foundation and AACC concludes this year, but we are forming a consortium of participating colleges to continue this excellent forum for student scholars and we are making plans for Beacon '95.

Cordially,

Approaches to the Main Campus

Driving On	Coming From	Direction to the Campus
NY State Thruway	Tappan Zee Bridge Nyack Hillburn	Leave at Exit 14B (Airmont). Turn on Airmont Road (left if coming from south and right if coming from north) to Route 59 East. Take Rte. 59 to the 3rd traffic light, College Road. Left on College Road. Continue about 2 miles *past* the second light at Carlton Road. The College is a quarter mile on the left.
about	Sloatsburg Orange County	
9W or 202	Haverstraw Stony Point West Point Points North	Take Route 202 West past the Palisades Interstate Parkway. Turn left at 2nd stop light onto Route 306. Turn right at 3rd stoplight onto Viola Road. Turn left at the next stoplight onto College Road. The campus is next right.
Palisades Interstate Parkway North	George Washington Bridge Orageburg Points South	Leave at Exit 9 (NY State Thruway west toward Albany). Leave Thruway at Exit 14B (Airmont Road) and follow directions as described above.
Route 17 South	Sloatsburg Tuxedo Points Northwest	Leave Route 17 at the NY State Thruway south. Follow directions as described above.
Garden State Parkway	New Jersey	Go west (toward Albany) on NY State Thruway. Leave at Exit 14B (Airmont Road) and follow directions as described above.
Route 59 West	Nyack Points East	Pass through Spring Valley, pass by Route 306. Continue on Route 59 and turn right onto College Road. Pass through two stoplights, continue on College Road, and turn left onto the campus.

trifold

BEACON '94

A CONFERENCE FOR STUDENT SCHOLARS AT TWO-YEAR COLLEGES

JUNE 3, 1994

The Student Scholar Conference is funded by an AACC/Kellogg Beacon College grant.

ROCKLAND

A Community College of the State University of New York

trifold

BEACON '94
Rockland Community College
Room 2112
145 College Road
Suffern, New York 10901

Non-profit

BULK RATE
PAID
Permit No. 302
Monsey, NY 10982

BEACON '94,

a conference for student scholars at two-year colleges, will take place June 3, 1994 at Rockland Community College in Suffern, NY. Panels of students will present papers on diverse subjects in the various fields of inquiry explored at two-year colleges. Each panel will be judged by a scholar in the field, and the outstanding presenter on each panel, along with his or her faculty mentor, will be awarded prizes of $100 each.

This conference is funded by a grant from the American Association of Community Colleges and the Kellogg Foundation. In addition to Rockland Community College, the other sponsoring colleges are Bergen, Brookldale, Catonsville, Dutchess, Harford, Kingsborough, Middlesex, Nassau, and Westchester.

Continental breakfast and lunch will be provided on Friday.

Accommodations are available at the nearby Wellesley Inn at the special rate of $42 per night for a single or double room for those interested in staying over Thursday or Friday night. (Please contact the hotel directly at (914) 368-1900.) Local transportation will be arranged from the motel to the College.

-51-

(over)

trifold

SCHEDULE

Friday, June 3

8:00-9:00 am **Registration and Continental Breakfast Cultural Arts Center**

(All participants and guests must sign in at the Registration Table)

9:00-10:30 am **Session I**
Concurrent Panels

10:45-12:15 pm **Session II**
Concurrent Panels

12:30-1:30 pm **Lunch**

1:45-3:15 pm **Session III**
Concurrent Panels

3:30-4:45 pm **Session IV**
Concurrent Panels

5:15-5:45 pm **Plenary Session and Awards**

trifold

PRE-REGISTRATION FORM

BEACON '94

Name _____

College _____

College Address _____

_____

Home Address _____

_____

Phone ( ) _____

Check one: ❑ Student

❑ Faculty

❑ Guest

Please indicate whether you will be joining us for:

❑ Continental Breakfast

❑ Lunch

The grant covers both your registration fee and meals; however we need an accurate count for meals and materials.

Please return this portion to:
BEACON '94
Room 2112
ROCKLAND COMMUNITY COLLEGE
145 College Road, Suffern, NY 10901
by May 20, 1994.
Questions? Call (914) 574-4338

APPENDIX 19

SAMPLE CONFERENCE SCHEDULE

FRIDAY, JUNE 3, 1994

8:00-9:00 AM — REGISTRATION AND CONTINENTAL BREAKFAST
Cultural Arts Center (Atrium)

9:00-10:30 AM — CONCURRENT PANELS: SESSION I

I-A WORLD LITERATURE
Academic I (Room 1106)

I-B CREATIVE WRITING - FICTION
Student Union (Room 3101)

I-C PSYCHOLOGY
Academic II (Room 2109)

I-D ANTHROPOLOGY, POLITICAL SCIENCE, ECONOMICS
Academic II (Room 2115)

10:45-12:15 PM — CONCURRENT PANELS: SESSION II

II-A PHILOSOPHY AND RELIGION
Academic II (Room 2109)

II-B HISTORY
Student Union (Room 3101)

II-C COMMUNICATIONS, SPEECH, MEDIA, POPULAR CULTURE
Academic I (Room 1106)

II-D BIOLOGICAL, CHEMICAL, PHYSICAL SCIENCES, NURSING
Academic II (Room 2115)

12:30-1:30 PM — LUNCH AND WELCOME
Cultural Arts Center
(Faculty-Staff Dining Room)

Neal A. Raisman, President
Rockland Community College

James R. Mahoney, Director of Academic, Student, and International Services
American Association of Community Colleges

Mike Watson, Assistant Director of Honors Programs, Phi Theta Kappa

1:45-3:15 PM — CONCURRENT PANELS: SESSION III

III-A CREATIVE WRITING - POETRY
Academic I (Room 1106)

III-B WOMEN'S HISTORY
Student Union (Room 3101)

III-C SOCIOLOGY
Academic II (Room 2109)

III-D TECHNICAL STUDIES, COMPUTER APPLICATIONS
Academic II (Room 2115)

3:30-4:45 PM — CONCURRENT PANELS: SESSION IV

IV-A INTERDISCIPLINARY - GENDER ISSUES
Academic I (Room 1106)

IV-B LITERATURE - THE AMERICAS
Student Union (Room 3101)

IV-C EDUCATION
Academic II (Room 2115)

IV-D THE ARTS - HISTORY, THEORY, BIOGRAPHY
Academic II (Room 2109)

5:15-5:45 PM — PLENARY SESSION AND AWARDS
Cultural Arts Center
(Faculty-Staff Dining Room)

APPENDIX 21

18 May 1994

Dear (Name of moderator)

Thank you so much for volunteering to moderate a panel at Beacon '94. The time and place of your panel is indicated below, but we hope that you can stay for the whole day. If you have not yet registered, please return the enclosed registration form as soon as possible so that we can estimate numbers and food.

Your job will involve introducing the student presenters and the panel judge; leading the question and answer period after all papers are presented; distributing evaluation forms. Please pick up your MODERATOR PACKET (with your name on it) at the registration table on the day of the conference; details and evaluation forms will be in your packet.

I have included the papers to be presented at your panel; you may want to look them over before June 3.

I look forward to seeing you at Beacon '94. Thanks again for your support.

Cordially,

Panel: (Number and name of panel)
Time:
Place: (Building and room number)

Enclosure: registration form
panel papers

BEACON '94 MODERATOR:

*** Announce at the beginning of the session that ALL RESULTS will be disclosed at the PLENARY SESSION at the end of the day.

*** Make sure judge has RESULTS FORM and remind him/her not to announce the winner. (Extra RESULTS FORM enclosed.)

The judge may speak to each presenter at the end of the session and is encouraged to participate in the question and answer period, but he/she MUST DISCLOSE DECISION ONLY ON THE RESULTS FORM.

1. Announce the topic of your panel and introduce the individual presenters--name, school, title of paper, faculty mentor. You will find that information in the enclosed conference schedule.

2. Introduce the judge of the panel. Ask your judge to provide you with information for your brief introduction.

3. The students should present in the order in which they appear on the schedule unless there is some reason for change.

4. Time each student's presentation: each has 20 minutes (be a wee bit flexible here). If a student runs too long, you'll have to move the session along to the next student.

5. After all three (or four) student presentations, begin the question and answer period--perhaps with a question of your own.

6. If (the unthinkable!) a student does not show up to present, carry on with the remaining student presenters.

7. End the session five minutes early and distribute the enclosed evaluation forms. Ask all participants (excluding the presenters) to fill out the forms and leave them in the box at the back of the room.

Thanks, thanks, thanks

Beacon '93

Conference Evaluation Form

I am a:
[ ] student
[ ] faculty
[ ] administrator
[ ] other_____

I attended: [ ] Thursday and Friday [ ] Thursday only [ ] Friday only

Please rate the following:

	Excellent	Good	Fair	Poor	Not Applicable
Registration at the conference	[ ]	[ ]	[ ]	[ ]	[ ]
Keynote Address	[ ]	[ ]	[ ]	[ ]	[ ]
Meals	[ ]	[ ]	[ ]	[ ]	[ ]
Housing	[ ]	[ ]	[ ]	[ ]	[ ]
Panels in general	[ ]	[ ]	[ ]	[ ]	[ ]
Final Plenary Session	[ ]	[ ]	[ ]	[ ]	[ ]
Overall conference rating	[ ]	[ ]	[ ]	[ ]	[ ]

Would you participate again? [ ] Yes [ ] Maybe [ ] No

Comments:

Beacon '94

Panel Evaluation Form

Please check the Panel you are evaluating on this form:

[ ] Anthropology, Political Science, Economics
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[ ] Communications, Speech, Media, Popular Culture
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[ ] Education
[ ] History
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[ ] Philosophy and Religion
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Please rate the following:

	Excellent	Good	Fair	Poor	Not Applicable
Clarity of the presentations	[ ]	[ ]	[ ]	[ ]	[ ]
Organization of the presentations	[ ]	[ ]	[ ]	[ ]	[ ]
Ability of the presenters to hold your attention	[ ]	[ ]	[ ]	[ ]	[ ]
Overall rating of the Panel	[ ]	[ ]	[ ]	[ ]	[ ]

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